PARTS OF THE ORIGINAL DOCUMENT

ARE OF POOR REPRODUCTIVE QUALITY

CERTAINES PARTIES DU DOCUMENT ORIGINAL

SONT DE PIÈTRE QUALITÉ DE REPRODUCTION

Ontario
Ministry of Community and Social Services

Honourable John Sweeney
Minister

Guidelines for Reporting to the Register

(Revised August 1987)

Child Abuse

INTERIM GUIDELINES FOR REPORTING TO THE CHILD ABUSE REGISTER

© Queen's Printer for Ontario, 1987

500/11/87
ISBN 0-7729-3251-4

A WORD ABOUT THIS EDITION

In February 1981, a booklet was first published to familiarize societies and individuals with some of the more practical aspects of verifying abuse, and forwarding verified abuse reports to the Provincial Child Abuse Register (the "Register").

With the growing emphasis over the past few years on the rights of individuals, many contentious issues have arisen with respect to the nature and functioning of the Register. A review of those complex issues is currently underway.

In the meantime, with the possibility of significant revisions as a result of that study, the following guidelines have not been significantly altered in this edition. The booklet has, however, been updated on an interim basis, to reflect appropriate statutory references to the Child and Family Services Act, 1984 (the "CFSA").

INTERIM GUIDELINES FOR REPORTING TO THE REGISTER

AUGUST, 1987

Reprinted November, 1987

TABLE OF CONTENTS

PAGE

INTRODUCTION 1

PURPOSES OF THE CHILD ABUSE REGISTER 3

ALERTS 4

REPORTABLE CHILD ABUSE 4

TYPES OF ABUSE 6

THE ALLEGED ABUSER 10

RESPONSIBILITY OF THE CAS IN REPORTING TO THE CHILD ABUSE REGISTER 11

THE INITIAL REPORT TO THE REGISTER: FORM 1 13

FOLLOW-UP REPORTS TO THE REGISTER: FORM 2 15

RECORDING IN THE REGISTER: FORM 3 15

LETTER OF NOTIFICATION TO THE ALLEGED ABUSER(S) 16

ACCESS TO INFORMATION IN THE REGISTER 18

CHILD ABUSE REPORTED DIRECTLY TO THE MINISTRY 19

EXPUNCTION OF A NAME FROM THE REGISTER 19

EXPUNCTION HEARING 20

APPENDICES

APPENDIX A: MINIMUM STEPS IN THE VERIFICATION OF SUSPECTED CHILD ABUSE

APPENDIX B: FORMS 1,2,3

APPENDIX C: LETTERS OF NOTIFICATION

Introduction

The Child and Family Services Act came into force on November 1, 1985. For the most part, it continued the important provisions affecting the reporting of child abuse and the keeping of records by the Ministry first introduced in The Child Welfare Act, 1978:

1. The mandatory maintenance of the Central Register.

2. The requirement that every person who is registered be notified in writing of his or her registration.

3. The right of registered persons to inspect the Register, to request removal of their names and, if this is denied, to have a hearing to review their request. If such a hearing recommends the name(s) stay on the Register, there is the right to appeal the decision to the Divisional Court, (Child and Family Services Act, Sections 71(11) and 72(9)).

In addition to provisions contained in the former legislation, the CFSA introduced some further provisions related to abuse detection and reporting:

1. **Revised Definitions of Child Abuse**

   The definition of child abuse has been reworded under the CFSA to lend further clarity to the difficult task of identifying and verifying child abuse cases. (See Types of Abuse, p.6.)

2. **Child Abuse Review Teams**

For the first time, the CFSA requires children's aid societies to establish child abuse review teams of qualified professionals to review every case in which the society is contemplating the return of a child to the care of the person in whose care he/she was at the time of the abuse. The committees are mandated to make recommendations to the society as to how the child may be protected.

The CFSA provides that the teams be comprised of:

a) persons who are professionally qualified to perform medical, psychological, developmental, educational or social assessments;

b) at least one legally qualified medical practitioner.

To ensure that the teams are provided with adequate information in order to carry out their duties, the CFSA provides that any person may disclose to a review team or any of its members information reasonably required for purposes of the review. (Section 69, CFSA)

For a detailed analysis of the Child Abuse Reporting provisions contained in the CFSA, it may be useful to refer to the consolidated training handbook and regulations, Volume 4, Child Abuse Reporting, (December, 1985).

This present document, Interim Guidelines for Reporting to The Child Abuse Register is intended to replace guidelines contained in Guidelines for Reporting to the Register, Children's Services Division, February, 1981.

Purposes of the Child Abuse Register

The Child Abuse Register is intended to be a useful tool in the overall effort to protect children and prevent child abuse.

Some of the specific reasons for its establishment were:

1. to learn more about child abuse in Ontario, both for research and practice purposes;

2. to assist in tracking abused children, their families, and suspected abusers so that protection efforts may continue uninterrupted;

3) to monitor child abuse case management and programs of children's aid societies.

Some social workers report that notification of registration may underline the seriousness of their actions to alleged abusers, and act as a deterrent.

Alerts

As part of the Register's role in protecting children and preventing abuse, the Director of the Child Abuse Register coordinates and issues alerts when requested to do so by a children's aid society or other child welfare agency or authority. Such cases are those which are in the process of being investigated, verified or supervised as child abuse situations.

Reportable Child Abuse

The CFSA, like its predecessor, makes it clear that all verified cases of child abuse are to be reported to the Register. However, the tasks of defining and verifying child abuse remain difficult. While the definitions have been significantly reworded under the new legislation, many of the practice approaches to the problem of defining child abuse developed under the previous statute still have application under the CFSA:

- Normally, the situation which needs reporting is one in which there is a perceived pattern of abusive behaviour. The worker needs to judge whether the indicators of abuse and/or the profiles of abuse in the caregiver are sufficiently present. A single outburst of temper might result in an isolated incident of a relatively minor nature which is not necessarily symptomatic of a condition of abuse. Alternatively, it could indicate a situation where there is ongoing potential for child abuse in that the caregiver cannot control his or her emotions. All injuries must be seen and interpreted within the context of the event(s) and the family situation as a whole.

- Because of the broadness of the definition of child abuse and mandatory reporting in the legislation, it is very important that the report be on a condition of abuse and not just a minor isolated incident. The situation should be serious enough to warrant a report to the Child Abuse Register and should not be just a single accidental injury.

- This is not to say that intent is a necessary prerequisite for abuse to exist. An irresponsible, neglectful parent who fails to prevent abuse to his/her child may not "intend" any harm but should still be registered. In any case where the alleged abuser is not the parent or guardian, thought should be given to whether the parent/guardian should also be registered as a permitter of the abuse.

- It is not necessary to wait until there is visible injury inflicted for abuse to be reportable. Continued threats of harm or punishment to the child may create a condition of emotional abuse which should be reported to the Register. Similarly a series of minor incidents, any of which in isolation might not be considered abuse may, when considered together, constitute a condition of abuse.

- It is not uncommon for more than one type of child abuse to coexist. Victims of physical or sexual abuse often suffer psychological trauma as well.

- While generally the reporting provisions are designed to identify and track adults who abuse children, there are times when a child may abuse another child either sexually or physically under circumstances which

replicate the dynamics of child abuse by an adult. If there is a significant age or size difference between the two children, and the incident is a serious one, it may be appropriate to place the name of the older child on the Register. Under circumstances such as these, if the adult in charge of either child knows about the abusive behaviour and does nothing, he/she may be reported as the permitter of the abuse.

- o "Passive abuse" or the failure to protect the child should not be forgotten as a basis for reporting to the Register. The caregiver who subjects a child to a series of abusive adults may constitute a greater risk to the safety of that child than each of the individual perpetrators.

- o It is important to remember that the preceding discussion relates to child abuse in the context of the reporting laws. The duty to report certain cases of child abuse and the obligation to take immediate protective action on the child's behalf are separate and distinct responsibilities. The focus of the children's aid society must always be fixed on the protection of a child from immediate harm and the prevention of further or more serious harm.

Types of Abuse

For the purpose of the reporting requirements, the CFSA defines an abused child as one who:

s.37(2)(a) ... has suffered physical harm inflicted by the person having charge of the child or caused by that person's failure to care for and provide for or supervise and protect the child adequately;

CHILD ABUSE REGISTER

FORM 3

CHILD

KNOWN AS SEX DOB AGE

ALLEGED ABUSER

KNOWN AS RELATIONSHIP TO CHILD

MAILING ADDRESS SEX DOB AGE

INCIDENT

INCIDENT DATE	EPISODIC/ONGOING	DATE REPORTED TO CAS
UKN		UKN

PREVIOUS ABUSE

REPORT TO MINISTRY DATE(S) BY

REPORTING SOCIETY

NAME OF SOCIETY FORM 1 SIGNED BY

NAME(S) OF CASEWORKER(S) DATED

Inspected as per the Child and Family Services Act, 1984, Clause 72(2)(b) by:

SIGNATURE DATE

WITNESSED BY

Physical harm is to be reported if the child has been injured by a person who has charge of him, or if that person permitted the injury. For example, a child who is beaten, poisoned, burned or wounded is "abused" within the ambit of the reporting definition. Care must be taken to distinguish between accidental injuries which are a relatively common childhood phenomenon, and reportable child abuse. While not every childhood accident is reportable abuse, where the supervision of the child falls below a certain standard, or where there appears to be a pattern of accidental injuries, it may be appropriate to consider a report to the Register. Where the cause of an injury to a child is not clear, or where the explanation offered by the caregiver is questionable, a medical consultation may be a useful investigative step.

Also included within the notion of physical harm is malnutrition or "non-organic failure to thrive" when the condition of the child is caused by the neglect of a parent or caregiver to provide sufficient and appropriate nourishment. Because of the complexity of this particular diagnosis, it is important to obtain medical consultation regarding the specific cause of the child's condition in a given situation. The "non-organic failure to thrive" should also be considered under section 37(2)(f) or (h):

s.37(2)(c) ... <u>has been sexually molested or sexually exploited, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child;</u>

Sexual abuse has been expanded in the Child and Family Services Act to include not only molestation, but also sexual exploitation. The addition of sexual exploitation widens the definition to include not only those actions involving a sexual touching or penetration of a child by an adult for sexual gratification, but activities of a sexual nature involving a child or children and an adult which may not necessarily involve a direct touching of the child. Enlisting a child's cooperation in sexual touching of the adult, or masturbating in a child's presence are examples of activities which would come within the broader definition of sexual abuse: The consent of the child is irrelevant, as is the absence of physical injury. If a parent or caregiver is aware that his or her child is being sexually molested or exploited and does nothing about it, he/she may be the subject of a report to the Register.

s.37(2)(e) ... requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, the treatment;

The wilful or neglectful failure of a parent or caregiver to provide medical treatment to a child where the treatment is necessary to cure, prevent or alleviate physical harm or suffering would constitute reportable child abuse. Judgments in this classification of abuse entail an assessment of the capacity of the caregiver to appreciate the medical condition and the proposed treatment, and the degree of consensus within the medical professional concerning the advisability of the proposed treatment.

s.37(2)(f) ... has suffered emotional harm, demonstrated by severe,

(i) anxiety,

ii) depression,

(iii) withdrawal, or

(iv) self-destructive or aggressive behaviour,

and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm;

Emotional harm is reportable if it is clearly manifested by certain symptoms which are judged to be severe in nature. The existence of these symptoms alone does not constitute reportable abuse, but only in cases where the parent or person in charge is refusing to consent to treatment for the condition.

s.37(2)(h) ... suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition;

If a child is suffering from a mental, emotional or developmental condition, that could seriously impair his or her development and the child's parent or person having charge of him/her is not providing or refuses to consent to treatment that would remedy or alleviate the condition, then it may be appropriate to place the name of the parent or caregiver on the Register.

As in the issue of medical treatment, this classification raises questions regarding the nature of the condition, and the degree of consensus among professionals concerning the advisability of the proposed treatment.

The Alleged Abuser

The CFSA, Section 75(2) prohibits anyone having charge of a child from inflicting abuse on that child or permitting that child to suffer abuse by failing to care and provide for or supervise and protect the child adequately. Therefore, not only a parent, but anyone who has the responsibility of caring for a child on a short-term or long-term basis can be an alleged abuser. Examples of persons who may fall into this category are baby-sitters, teachers.

However, persons without formal responsibility for the care of a child may also be identified as alleged abusers. Persons known to a child may be considered to have de facto temporary charge of a child while the child is in their company. An example of persons in this category is a neighbour who invites a child into his house and subsequently harms or sexually molests the child.

The abuse of a child by a person unknown to him (a stranger) is not reportable child abuse as defined by the Act. The most common example of this sort of situation is sexual molestation by a stranger. This kind of occurrence is dealt with under the Criminal Code.

In seeking to prevent further abuse, a question to be asked before deciding on registration is: "will the alleged abuser have the care of children in his personal life or his job?" Children's Aid Societies have the discretion to report "strangers" to the Register if it is believed that other children may be at risk. Again, the context of the abuse is important to consider.

Responsibility of the Children's Aid Societies in Reporting to the Child Abuse Register

Alleged abuse is "verified" and reportable to the Register once the Local Director of the Children's Aid Society (CAS), on the basis of his Society's investigation and consultation with other professionals (if appropriate) has reasonable grounds to believe that the child is or has been abused. The judgement as to whether to report to the Register is made after the verification procedure is completed. Verification does not, however, mean that the CAS must obtain proof beyond a reasonable doubt that abuse did occur. Even if the incident does not result in criminal or civil proceedings against the alleged abuser, or if charges are dismissed, it does not necessarily mean that the report was improper. There must, however, be a reasonable basis supported by evidence for the CAS opinion that the abuse occurred, although that reasonable basis may not always involve physical evidence that the abuse occurred. (See Appendix A - Minimum Steps in the Verification of Suspected Child Abuse.)

If the evidence is inconclusive with respect to the alleged abuse, the identity of the abuser, or both, the society should consider carefully all aspects of the situation, including the condition of the child, the circumstances surrounding the incident of the alleged abuse, the history of the child and his family, and

the potential danger to the child. If the Society has credible evidence that abuse occurred, and is prepared to defend its belief that abuse occurred with credible evidence in a subsequent expunction proceeding, the report should be submitted to the Register.

If during or after investigation the decision is made to report to the Register, the alleged abuser(s) must be told by the Society of its intention and ideally, the purpose of the Register explained. Alleged abusers should be told that they will receive a letter of notification of their registration from the Director of the Child Abuse Register. It is recognized that these steps cannot always be followed; for example, when the alleged abuser cannot be found.

Registration can be considered a most serious matter by alleged abusers, and each Society has a responsibility to ensure a thorough investigation and careful consideration of its decision. Complete and well-documented verification procedures will also be useful in the event of an expunction hearing. (See Appendix A)

The Director is available for consultation on any unusual, unclear or complicated case. If, after discussion, it is felt that a particular case is borderline, the Society should document the situation in a letter to the Director of the Register for further consultation and policy development. It is always, however, the responsibility of the **investigating Society** to **decide** whether to report any specific case. The CAS must act on its own reasonable belief supported by credible evidence that reportable abuse has been or is being inflicted on a child.

The Society must of its own initiative investigate **all** situations involving child abuse which come to its attention. For example, when a child dies, and abuse is suspected, the Society should investigate the situation even though it may not have been involved with the family before the death and there may be no other children in the home. The verification process in such cases may be limited to working with official police or coroner's records. If abuse is verified, a report should be submitted to the Register as unborn children may be at risk.

The Initial Report to the Register - Form 1

The law requires the CAS to report verified information concerning the abuse of a child to the Director of the Child Abuse Register. The Report is to be filed on Form 1 **within 14 days after the information is verified by the Society in the manner determined by the Director**, and a copy should be retained in the Society's files. The Director may extend the 14-day period for submission of the initial report where, in his opinion, circumstances justify the extension (s.2(2)O. Reg.551/85).

There should be a Form 1 for **each** child whether or not they are siblings. A child over sixteen, up to the age of eighteen may be the subject of an abuse report if he or she is a Society or Crown ward, or if the CAS has a supervisory order. Each section of Form 1 should be completed unless the information is unavailable or considered unreliable. Identification of the alleged abuser may be omitted if his/her identity is uncertain. Any omissions or errors in the initial report may be addressed in a follow-up "amended Form 1" or by letter.

When an alleged abuser lives in a different CAS jurisdiction from the abused child, it is the responsibility of the CAS which received the report of the abuse to submit Form 1.

The Society should select the best possible answer for each item in which only one box is provided. Where there is provision for multiple choice, all appropriate responses should be checked. Original forms must be signed and submitted by the Local Director or his designate and should be accompanied by printed names.

If the circumstances of a case are very unusual, it may be necessary to attach to Form 1 clarifying information for tracking and statistical purposes.

Follow-up Reports to the Register - Form 2

For each Form 1 submitted there must be a follow-up report, Form 2. A Form 2 should be submitted:

1) four months after the initial report if the case is still active,

2) on each anniversary of the initial report until the case is closed,

3) when there is a **significant change in circumstances**, e.g., disappearance of a family, etc.,

4) when a case has been referred or transferred to another Society or child protection agency,

5) <u>with the initial report</u> (Form 1) if a case is being closed or transferred at the same time that a Form 1 is being submitted.

<u>Recording in the Register - Form 3</u>

The Register is maintained by the Director of the Child Abuse Register. (416)965-5556.

Information from Form 1 is placed in the Register. The Director will confirm to the CAS that the report has been received and send the CAS a copy of the letter of notification of registration to the alleged abuser. When an alleged abuser requests access to the Register to inspect information pertaining to him/her, under S.71(11), CFSA, the Director or his staff will transfer some of the information from Form 1 to Form 3, which is the Form used when access is granted.

If, however, it is found that the information is incomplete, that the abuse does not fit within the definition of what constitutes child abuse as set out in the guidelines, or that the verification procedure has not been properly carried out, the CAS will be consulted before the report is formally recorded in the Register.

Letter of Notification to the Alleged Abuser(s)

Once the Director of the Child Abuse Register has recorded the name, he will so advise the alleged abuser by registered mail. The alleged abuser will be informed in the notification of his right to inspect the information in the Register and the procedure available to him for correction of false information or expunction of his name from the Register.

The following is the standard procedure followed by the Director:

i) The letter of notification is sent by registered mail and a copy goes to the reporting CAS with a covering letter.

ii) If the alleged abuser(s) cannot read English, the letter will be sent, upon request by the society, in another language. The society should indicate this on Form 1.

iii) If the CAS requests that it deliver the letter to the alleged abuser, the Director will send the letter to the Local Director to the attention of the worker and request confirmation of delivery. In many cases this will be an effective tool in case management as it enables the CAS to underline the purpose of the Register and its confidential nature.

See Appendix B - Forms 1,2,3

Appendix C - Letter of Notification

iv) If no abuser is identified or there is no address for the alleged abuser, the CAS will be advised of the receipt of Form 1 and asked to inform the Director if the identity or address becomes known.

v) If a registered letter is returned, the CAS will be requested to check the address and if appropriate, deliver the letter.

vi) If the individual is in an institution, the letter may be sent care of the superintendent.

vii) In the case of minors who are identified as alleged abusers, letters will normally be sent to the CAS for delivery. Consideration should be given by the CAS to notifying the parents or guardians at the same time.

viii) In the case of an alleged abuse reported within a Ministry licensed facility, the Area Office will be kept apprised and sent a copy of Form 1.

ix) In all contentious cases, and usually where expunction is requested, the Area office will be apprised.

x) The area office will be involved in <u>all</u> cases where expunction hearings are scheduled.

Access to Information in the Register

Information in the Register is confidential. A registered person or his/her agent may inspect information in the Register that pertains to him/her but no other information. Form 3 of the Register contains only minimal identifying information taken from the data reported to the Register on Forms 1 and 2.

If a registered person who lives far from Toronto wishes to inspect the Register, there are two possible methods:

1) He or she can either have an agent in Toronto, with written authority to inspect, do so; or

2) The Form 3 will be delivered to the Regional Director who will relay it to the appropriate program supervisor in the area. The registered person can then inspect the Form 3 in the area office, sign a confirming statement to that effect and the Form and statement will be returned to the Register.

For information on access to the Register by persons other than those registered, see CFSA, Section 71(6)(7)(8).

Child Abuse Reported Directly to the Ministry

Any information of suspected child abuse reported directly to the Ministry will be relayed for appropriate investigation to the CAS in the area from which the report originates. Where the child resides in a jurisdiction other

than that from which the report originates, the Society in that community will also be informed of the report.

Expunction of a Name from the Register

A name recorded in the Register will be retained for a period of 25 years.

Any person who receives notification that he or she has been registered may inspect the information and request the Director to expunge his name altogether or to otherwise amend the identifying information. This includes persons named on the Register as allegedly permitting abuse.

The Director will not expunge a name from the Register unless he has reasonable grounds to believe that the information is in error or should not be in the Register. Normally, a name will be expunged when a CAS advises that after further investigation they believe the case is not one of reportable abuse.

Expunction Hearing

Where the Director receives a request to expunge a registered person's name or to otherwise amend the Register, the Director or his delegate shall hold a hearing pursuant to The Statutory Powers Procedures Act and render a decision.

For further details regarding the procedures with respect to expunction hearings, see Interim Guidelines for Expunction Hearings, The Register, August, 1987.

APPENDIX A

Minimum Steps in the Verification of Suspected Child Abuse (for Children's Aid Societies)

1. A search of your existing records for relevant information.

2. Telephone or personal interview with the person who has reported the suspected abuse and any others who are said to have pertinent information.

3. Interview with the alleged victim of the abuse where appropriate.

4. Interview with the alleged abuser and or person in charge of the child.

5. Consideration of whether to involve law enforcement officials in your investigation, depending upon the severity and nature of the alleged abuse.

6. Where society staff is conducting the investigation, the enlistment of assistance from medical, law enforcement, educational and legal personnel as are available in the community and appropriate to the circumstances of the case.

7. Contact with the Child Abuse Register to ascertain whether the child, his/her parents/parent substitutes and/or the suspected abuser have been previously identified to the Register, the date of any prior identification and the jurisdiction from which the report originates.

8. Contact with any child welfare authority which has filed previous registration, in order to ascertain particulars of that society's intervention with the family and to ensure that as complete a history of the family as possible underlies the society's plan for the child's protection.

Ministry of Community and Social Services
Ontario

Form 1 APPENDIX B
Child and Family Services Act, 1984

Report to Child Abuse Register

Please print clearly or type

Ministry use only
Jurisdiction no. | File no.

A. Child (Corrections to Form 1 to be made on Form 2)

Last name | First name(s) | Sex | Birthdate or approximate age (Y M D)

Also known as

B. Alleged Abuser(s) (Corrections to Form 1 to be made on Form 2)

(1) Last name | First name(s) | Sex | Birthdate or approximate age (Y M D)

Also known as

Relationship to child

☐ Father ☐ Mother ☐ C.L. parent
☐ Stepfather ☐ Stepmother ☐ Grandparent
☐ Foster father ☐ Foster mother ☐ Sibling
☐ Uncle ☐ Aunt ☐ Other (specify)

Mailing address (include postal code)

(2) Last name | First name(s) | Sex | Birthdate or approximate age (Y M D)

Also known as

Relationship to child

☐ Father ☐ Mother ☐ C.L. parent
☐ Stepfather ☐ Stepmother ☐ Grandparent
☐ Foster father ☐ Foster mother ☐ Sibling
☐ Uncle ☐ Aunt ☐ Other (specify)

Mailing address (include postal code)

(3) Last name | First name(s) | Sex | Birthdate or approximate age (Y M D)

Also known as

Relationship to child

☐ Father ☐ Mother ☐ C.L.parent
☐ Stepfather ☐ Stepmother ☐ Grandparent
☐ Foster father ☐ Foster mother ☐ Sibling
☐ Uncle ☐ Aunt ☐ Other (specify)

Mailing Address (include postal code)

C. Parents of Child (if other than above)

Last name | First name(s)

Also known as | Sex | Approx age | Relationship to child

Mailing address (include postal code)

Last name | First name(s)

Also known as | Sex | Approx | Relationship to child

Mailing address (include postal code)

Names and ages of siblings or other children if helpful for tracking

D. Persons with whom child living at time of incident (if other than above)

Last name | First name(s) | Sex | Approx age | Relationship to child

Also known as | Mailing address (include postal code)

Last name | First name(s) | Sex | Approx age | Relationship to child

Also known as | Mailing address (include postal code)

E. Abuse

Date of incident (Y M D) | Date unknown | Episodic/ongoing From (date) | Reported to CAS (Y M D) | Place of incident
☐ Child's home
☐ Other (specify)

Source of report (do not identify informant)
☐ Victim ☐ Relative ☐ Professional (specify)
☐ Parent ☐ Neighbour/friend ☐ Other (specify)

Did or should parent(s) or caretaker(s) know of and permit or fail to prevent abuse? ☐ No ☐ Yes (elaborate) and also register under Section "B (3)" "Alleged Abusers".

Type of Abuse (Check ANY that apply)
☐ Physical ☐ Emotional ☐ Sexual ☐ Failure to provide

Indicate the overall degree of abuse
☐ Mild ☐ Moderate ☐ Severe

Indicators (Check ANY that apply) [ ] Fatal injury (date of death)

- [ ] Abrasions
- [ ] Cuts
- [ ] Welts
- [ ] Bruises
- [ ] Poisoning (specify)
- [ ] Fractures
- [ ] Burns/Scalding
- [ ] Malnutrition
- [ ] Other physical illness
- [ ] Mental, emotional or developmental condition requiring treatment (specify)
- [ ] Pregnancy
- [ ] Anxiety
- [ ] Depression
- [ ] Irritation, pain, injury to genital area
- [ ] Other indicators of sexual molestation or exploitation (specify)
- [ ] Withdrawal
- [ ] Developmental Delays
- [ ] Self destructive/aggressive behaviour
- [ ] No visible injuries (elaborate)
- [ ] Other behavioural or physical (specify)

Brief explanation of occurrence(s) (including a statement describing frequency and duration)

F. Action taken on behalf of child

[ ] Treated Outside Hospital

Examined by [ ] Physician [ ] Reg. nurse [ ] Social Worker

Hospitalized [ ] For assessment [ ] For treatment [ ] As place of safety

Child apprehended [ ] No [ ] Yes

Other children apprehended [ ] No [ ] Yes Number

CAS request to court

- [ ] Supervision order Length requested
- [ ] Society wardship Length requested
- [ ] Crown wardship
- [ ] Not yet known

Court hearing

Held on Adjourned to

Disposition (if known)

CAS agreement with decision [ ] No [ ] Yes

G. Current situation

Child's present whereabouts

[ ] At home [ ] In hospital [ ] In CAS care [ ] Placed elsewhere (specify)

Elaborate if necessary

Alleged abuser(s)

- [ ] Still in home
- [ ] Child still in his/her care
- [ ] Living elsewhere
- [ ] In hospital (address)
- [ ] In prison (address)
- [ ] Whereabouts unknown
- [ ] Unidentified

Action relating to alleged abuser(s)

Police Involvement

- [ ] None
- [ ] Informal contact
- [ ] Police investigation
- [ ] Joint investigation with CAS
- [ ] Charges laid
- [ ] pending

State charges

Adjourned to (date if known)

Disposition of case [ ] Not yet known

Alleged abuser(s)/parents informed by CAS of report to

[ ] Register [ ] Not informed (please elaborate)

Regional and/or Area Office involved?

[ ] No [ ] Yes

Additional Comments

Previous CAS involvement with family

[ ] No [ ] Yes (specify)

Previous abuse report to Ministry

[ ] By this Society

[ ] By another Society (specify)

[ ] Register (post June 15, 1979) Date

Send letter of notification to alleged abuser

[ ] Directly [ ] c/o CAS [ ] Other (specify)

In other language (specify)

Reporting Society

Referred to another Society/child welfare authority

Date of referral y m d

Caseworker(s) (type name(s))

Signature of Local Director (type name and sign) Date

OR Authorized designate (type name and sign) Date

Ministry of Community and Social Services
Ontario

Form 2
Child and Family Services Act, 1984

Follow-up Report to Child Abuse Register

Ministry use only

Jurisdiction no.	File no.

Please print clearly or type

☐ 4 month follow-up ☐ Annual Report, Year 1,2,3 ☐ Other ☐ Final Report

Child (Corrections to Form 1 to be made on Form 2)

Last name	First name(s)	Sex	Birthdate or approximate age (y, m, d)

Also known as

Alleged abuser(s) (Corrections to Form 1 to be made on Form 2)

1. Last name | First name(s) | Sex | Birthdate or approximate age (y, m, d)

Also known as

Mailing address (include postal code)

Relationship to child

☐ Father ☐ Mother ☐ C.L. parent
☐ Stepfather ☐ Stepmother ☐ Grandparent
☐ Foster father ☐ Foster mother ☐ Sibling
☐ Uncle ☐ Aunt ☐ Other (specify)

2. Last name | First name(s) | Sex | Birthdate or approximate age (y, m, d)

Also known as

Mailing address (include postal code)

Relationship to child

☐ Father ☐ Mother ☐ C.L. parent
☐ Stepfather ☐ Stepmother ☐ Grandparent
☐ Foster father ☐ Foster mother ☐ Sibling
☐ Uncle ☐ Aunt ☐ Other (specify)

3. Last name | First name(s) | Sex | Birthdate or approximate age (y, m, d)

Also known as

Mailing address (include postal code)

Relationship to child

☐ Father ☐ Mother ☐ C.L. parent
☐ Stepfather ☐ Stepmother ☐ Grandparent
☐ Foster father ☐ Foster mother ☐ Sibling
☐ Uncle ☐ Aunt ☐ Other (specify)

Action taken on behalf of child - update

☐ No change

Child apprehended ☐ No ☐ Yes

Other children apprehended ☐ No ☐ Yes Number

CAS request to court

☐ Supervision order Length requested
☐ Society wardship Length requested
☐ Crown wardship
☐ Not yet known

Court hearing

Held on Adjourned to

Disposition (if known)

CAS agreement with decision ☐ No ☐ Yes

Current situation - update

☐ No change

Child's present whereabouts

☐ At home ☐ In hospital ☐ In CAS care ☐ Placed elsewhere (specify)

Elaborate if necessary

Alleged abuser(s)

☐ Still in home
☐ Child still in his/her care
☐ Living elsewhere
☐ In hospital
☐ In prison
☐ Whereabouts unknown
☐ Still unidentified

Action relating to alleged abuser(s)

Police Involvement

☐ None
☐ Informal contact ☐ Police investigation
☐ Joint investigation with CAS
☐ Charges laid ☐ pending

State charges

Adjourned to (date if known)

Disposition of case, specifics of sentence, if applicable

Causative factors

	Present level of condition				
	Deterioration		Improvement		Unchanged
Parents	Slight	Significant	Slight	Significant	
☐ heavy child care responsibilities	☐	☐	☐	☐	☐
☐ lack of support system	☐	☐	☐	☐	☐
☐ marital difficulties	☐	☐	☐	☐	☐
☐ lack of knowledge of child care/development	☐	☐	☐	☐	☐
☐ physical violence/corporal punishment acceptable	☐	☐	☐	☐	☐
☐ different cultural/sub-cultural/religious norms	☐	☐	☐	☐	☐
☐ alcohol/drug abuse	☐	☐	☐	☐	☐
☐ physical/mental illness	☐	☐	☐	☐	☐
☐ personality disorder/sociopathic	☐	☐	☐	☐	☐
☐ intellectual limitations	☐	☐	☐	☐	☐
☐ abused in childhood	☐	☐	☐	☐	☐
☐ emotionally deprived in childhood	☐	☐	☐	☐	☐
☐ other	☐	☐	☐	☐	☐
Child					
☐ unwanted	☐	☐	☐	☐	☐
☐ premature	☐	☐	☐	☐	☐
☐ handicapped	☐	☐	☐	☐	☐
☐ behaviour problem/provocative	☐	☐	☐	☐	☐
☐ other	☐	☐	☐	☐	☐
Environment					
☐ housing	☐	☐	☐	☐	☐
☐ unemployment	☐	☐	☐	☐	☐
☐ finances	☐	☐	☐	☐	☐
☐ social isolation	☐	☐	☐	☐	☐
☐ other	☐	☐	☐	☐	☐

Services provided	By	For	Unavailable	Rejected
☐ psychiatric/psychological assessment				
☐ psychiatric treatment				
☐ counselling				
☐ medical treatment				
☐ public health nurse				
☐ parent education courses				
☐ parents anonymous/self help group				
☐ volunteer visitor/parent aide				
☐ professional child care worker				
☐ day care				
☐ homemaker				
☐ material needs/financial assistance				
☐ housing				
☐ employment				
☐ child taken into care				
☐ other				

Elaborate on any of the above information

Reporting society

Date

Caseworker(s) (type name(s))

Signature(s)

Ontario

Ministry of Community and Social Services

Ministère des Services sociaux et communautaires

APPENDIX C

_____

REGISTERED MAIL

_____

Dear _____:

This letter is to inform you that you were reported to your local Children's Aid Society as allegedly having abused _____. Following their investigation, the Society is now satisfied that the information is verified and reportable abuse occurred. Having satisfied themselves that reportable abuse did occur, the Society is required by law to send a report on the matter to the Child Abuse Register, held in Toronto by the Ministry of Community and Social Services.

If any further report of abuse by you is received by any Children's Aid Society, the fact that your name is already on the Register may be made known to that Society.

The law provides that you or your representative can examine the Register. You may request that your name be removed from the Register or that the Register be otherwise amended.

As a result of this request, the Director may at that stage decide to remove your name from the Register. Before he can refuse your request you are entitled to a hearing by the Director or his designate.

For further details, see the attached excerpt from the Child and Family Services Act, 1984.

To make a request or to see the Register you may call or write to:

Child Abuse Register,
700 Bay Street, 2nd Floor,
Toronto, Ontario. M7A 1E9
Tel: 416-965-5556

Yours truly,

Director

cc: Children's Aid Society,
_____, Ontario.

File No. _____

0320 (07/84)

OFFREG 1

Ontario

Ministry of Community and Social Services

Ministère des Services sociaux et communautaires

_____

REGISTERED MAIL

_____

Dear _____:

This letter is to inform you that you were reported to your local Children's Aid Society as allegedly having failed to prevent the abuse of _____. Following their investigation, the Society is now satisfied that the information is verified and reportable abuse occurred. Having satisfied themselves that reportable abuse did occur, the Society is required by law to send a report on the matter to the Child Abuse Register, held in Toronto by the Ministry of Community and Social Services.

If any further report is received by any Children's Aid Society, the fact that your name is already on the Register may be made known to that Society.

The law provides that you or your representative can examine the Register. You may request that your name be removed from the Register or that the Register be otherwise amended.

As a result of this request, the Director may at that stage decide to remove your name from the Register. Before he can refuse your request you are entitled to a hearing by the Director or his designate.

For further details, see the attached excerpt from the Child and Family Services Act, 1984.

To make a request or to see the Register you may call or write to:

Child Abuse Register,
700 Bay Street, 2nd Floor,
Toronto, Ontario. M7A 1E9
Tel: 416-965-5556

Yours truly,

Director

cc: Children's Aid Society,
_____, Ontario.

File No. _____

0320 (07/84)

OFFREG 2